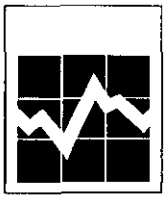

Statistics Canada

User's Guide

Annual College And Related Institutions Educational Staff Survey
19__-__
ACCESS Automated Questionnaire

Postsecondary Education Section
Education, Culture and Tourism Division
Statistics Canada

Licence Agreement And Limited Warranty

Annual College And Related Institutions Educational Staff Survey
19__-__
Automated Questionnaire Software

The Government of Canada (Statistics Canada) is the owner of all intellectual property rights (including copyright) in this data capture product. Subject to the terms below, you are granted a non-exclusive and non-transferable licence to use this data capture product for the survey.

This data capture product may only be used by you for the sole purpose of working with this survey, and you may not rent, lease, lend, sub-licence or transfer the data capture product or any of your rights under this agreement to anyone else.

This data capture product is provided "**as-is**", and the owner makes no warranty, either express or implied, including but not limited to, warranties of merchantability and fitness for any particular purpose. In no event will the owner be liable for any indirect, special, consequential or other similar damages. This agreement will terminate automatically without notice to you if you fail to comply with any term of this agreement.

It is **YOUR RESPONSIBILITY** to ensure that your use of this data capture product complies with these terms and to seek prior written permission from Statistics Canada for any uses not permitted or not specified in this agreement.

ANY USE WHATSOEVER OF THIS DATA PRODUCT SHALL CONSTITUTE YOUR ACCEPTANCE OF THE TERMS OF THIS AGREEMENT.

For further information please contact:

Jocelyne Gara
Education, Culture and Tourism Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Tel: (613) 951-3289 Fax: (613) 951-9040

Contents

INTRODUCTION 1

SYSTEM REQUIREMENTS 2

INSTALLING ACCESS AQ 2

GETTING STARTED 3

TERMINATING ACCESS AQ 3

EDITING STAFF INFORMATION , ADDING NEW RECORDS AND UPDATING EXISTING RECORDS 4

- ENTERING A NEW RECORD 4
- EDITING AN EXISTING RECORD 5

EXPORTING AND RETURNING SURVEY DATA 6

DEADLINE 6

USING THE KEYBOARD & MOUSE 7

TECHNICAL/USER SUPPORT 8

COMMENT/SUGGESTION 8

Introduction

Welcome to ACCESS automated questionnaire (ACCESS AQ), a data capture software from Statistics Canada for the College and Related Institutions Educational Staff survey.

ACCESS AQ is designed to replace the paper forms of the survey. It is a menu driven program which allows you to enter and edit data about the staff covered by this survey on an IBM-PC/Compatible.

Please make sure to read the licence agreement before you proceed (See the back of the cover page).

System requirements

- IBM-PC/Compatible
- 386 processor or higher
- MS DOS version 3.1 or higher
- At least 3 Megabytes of RAM
- At least 2 Megabytes of free space on the hard disk
- A 3½" or 5¼" disk drive.

Installing ACCESS AQ

1. In your CONFIG.SYS file, make sure that you have the line **FILES** equal to 60 (i.e. FILES=60). If not, use the MS Editor to change this value, reboot your PC, and continue at the next step.

   For example:
   Enter **Edit C:\Config.sys** at the DOS prompt.
   Look for the line that starts with FILES= and change the value to 60.
   If there is no FILES=, you can add it anywhere in the file.
   Save the new Config.sys file and exit from the editor.

   Note:
   If you don't know how to do this, please refer to a co-worker for help, read the MS DOS document on the Editor, or call for technical support (see the section on **Technical/User Support**).

2. At the DOS prompt, insert the **AQ** diskette into the disk drive and enter the following command:

   B:\Install C:\ACCESS

   Note:
   - **If your disk drive is known as A, Enter A:\Install instead of B:\Install.**
   - **If you like to install ACCESS AQ in a different directory, enter the name of that directory instead of C:\ACCESS. And thereafter, when ever you see a reference to the ACCESS directory in this document, make sure you replace it with the name of the directory in which you install ACCESS AQ.**
   - **Please keep the AQ diskette, you will need it to return the survey data.**

Getting Started

Note:

- If you are not familiar with using the keyboard and mouse with a menu driven program, please refer to the section on **Using the keyboard & mouse** before you continue.

- In ACCESS AQ, remember to use the keys:

  F1: To get help or more information.

  F2: To get a choice list if one is available.

  Tab: To move around in a screen.

To run ACCESS AQ, enter the following commands at the DOS prompt:

```
C:
CD \ACCESS
ACCESS
```

Once ACCESS AQ is loaded, you will see an introduction screen. At this time, press **F1** to get a brief introduction to the software or **Enter** to continue.

If you are running ACCESS for the first time, you will see a note telling you to verify and update the reporting start date(s) for the survey. Press **Enter** to continue and follow the instruction on the Reporting Start Date screen.

Next, ACCESS AQ will bring you to its main screen. There you will see a menu bar which gives you different options as what you can do next. Please take a few minutes to get familiar with these options by using the arrow keys to move around and **Enter** key to select the highlighted option. Each of the options will bring up a different screen. To get out of each screen, press the **Esc** key.

While you are playing with the ACCESS Menu, take a look at the **Index** option under **Help**. You can read about ACCESS survey coverage and deadline.

To learn how to enter and update information on the staff covered by this survey, proceed to the next two pages. Otherwise follow the instruction below to get out of ACCESS AQ.

Terminating ACCESS AQ

To get out of ACCESS AQ, do the following:

- Press the keys **Ctrl** and **Q** simultaneously, or select **Quit** from the menu bar.
- Answer **Yes** when you are asked if you want to quit.

Editing Staff Information , adding new records and updating existing records

Select the **Edit Staff Info** option under the **Data** menu.

In the **Staff ID** screen, there is a list of records on new and old staff members. New staff members are identified by the word **New** in the list. Other items in the list correspond to old staff members from previous year.

Entering a new record

If the cursor is not already in the **Staff Identification Number** field, press the **Tab** key to move the cursor there.

Once you are in **Staff Identification Number** field, enter the ID number of the new person and press the **OK** button. Answer **Yes** to the question about creating a new record for this person. This will bring you into the **Staff Info** screen.

Enter information for the following fields:
(Press the key **F1** if you need help and **F2** to get a choice list if applicable)

- Branch/campus code if the value is changed
- Gender
- Year of birth
- Years of teaching experience
- Major activity prior to appointment
- Location prior to appointment
- Language capability
- Employment relationship
- Status of staff member
- Full-time\part-time designation
- Check all the boxes that are applicable for credentials.

Press the **Page Down** key to go to the **Appointments/Contracts** screen.

Enter information for the following fields for each appointment/contract:

- Staff position
- Year of related work experience
- Salary
- Type of program taught
- Field of principal subject taught
- Start date of the appointment/contract
- End date of the appointment/contract
- Full-time teaching equivalence

When you have entered all information about the appointments/contracts, press the **Page Up** key to go back to the **Staff Info** screen.

Press the **Close** button in the **Staff Info** screen to complete the record. This will bring you back to the **Staff ID** screen.

Note:

1. A new record should be created for every new staff member that is covered by this survey (See **Coverage** in the **Index** option of the **Help** menu).
2. Data are automatically saved when you move from one screen to another by either pressing **PageUp, PageDown** or the **Close** button.

Editing an existing record

Use the arrow keys to move to the record you want in the list and press the **Enter** key. This will bring you into the **Staff Info** screen.

Update any information in:
(Press the key **F1** if you need help and **F2** to get a choice list if applicable)

- Branch/campus code if the value is changed
- **Terminated before reporting period** checkbox (only for staff members who left before the Reporting Start Date).
- Gender
- Year of birth
- Years of teaching experience
- Major activity prior to appointment
- Location prior to appointment
- Language capability
- Employment relationship
- Status of staff member
- Full-time\part-time designation
- Check all the boxes that are applicable for credentials.

Press the **Page Down** key to go to the **Appointments/Contracts** screen.

Update any information in each appointment/contract:

- Staff position
- Year of related work experience
- Salary
- Type of program taught
- Field of principal subject taught
- Start date of the appointment/contract
- End date of the appointment/contract
- Full-time teaching equivalence

When you have updated the information about the appointments/contracts, press the **Page Up** key to go back to the **Staff Info** screen.

Press the **Close** button in the **Staff Info** screen to complete the edit. This will bring you back to the **Staff ID** screen.

Note: Every record of old staff member should be edited.

Exporting and Returning Survey Data

When you have updated the information about the staff members from the previous year and entered all information about new staff members, you are ready to return the data back to Statistics Canada.

Select the **Export** option under **Data** menu and follow the instructions given by ACCESS AQ to copy the survey data onto a formatted diskette. **You should use the diskette that you received from Statistics Canada for this survey.**

Return the diskette with the survey data to the following address:

Operations and Integration Division
Statistics Canada
2nd Floor, Jean-Talon Building
Tunney's Pasture, 120 Parkdale Avenue
Ottawa, Ontario
K1A 0T6

Deadline

Please try to provide your data by March 29th 1996

Using the keyboard & mouse

Note:

If you like to make use of a mouse with ACCESS AQ, you have to set it up in your AUTOEXEC.BAT file and reboot your PC. If you don't know how to install the mouse, please refer to a co-worker for help or call for user support.

Keyboard:

- Use the **Tab** and **Shift+Tab** keys to move between fields in a screen.
- Use the **arrows** key to highlight a item in a choice list or menu.
- Press the **<Enter> key** to accept a value or initiate an action.
- Press the **SpaceBar** to toggle the value in a check box.
- Use the **Delete/Del** and **BackSpace** key to delete unwanted value.
- Press the **<Esc>** key to get out of any screen.
  Caution: The <Esc> key is to be used with care. If you were entering data in an input field and press the <Esc> key, the screen will be closed and you will lose the change you were making. That field's value remained as it was before the change occurred.
- Use the **Home, PgUp, PgDn**, and **End** keys to scroll in a list of choices.
- Use the **PgUp** and **PgDn** to scroll the text in a help screen.
- Press **F1** to get help/information.
- Press **F2** in an input field to get a list of choices, if any exists.

Mouse:

- Click the left mouse button in any input area to move the cursor there.
- Click the left mouse button on a check box to toggle it value.
- Click the left mouse button on a button or menu option to initiate an action.
- Double click the left mouse button in a choice list to select an item.
- Click the left mouse button and drag it up or down to scroll in a choice list.
- Click the left mouse button on the scroll bar on the right hand size of a choice list or a text window to scroll. You can also drag the diamond on the scroll bar.
- Click the right mouse button any where to get a choice list for the current field, if one exists.

Technical/User Support

If you have any problem, you should first press **F1** key or select the option **Index** under **Help** menu to get help or information from the ACCESS AQ. If this does not provide you with the information you need, please contact our user support person:

Jocelyne Gara
Education, Culture and Tourism Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Tel: (613) 951-3289 Fax: (613) 951-9040

Comment/Suggestion

In order to make improvements, we would like have your input on this survey. If you have comment or suggestion, please select **Comment/Suggestion** from the main menu and type it in the space provided there.